

TEMPORARY COMMUNITY OUTREACH WORKER

FUNDING: This position is funded through a grant that will extend until September 30 2010.

GENERAL FUNCTION: The community outreach worker will schedule appropriate meetings with community organizations such as schools, neighborhood associations, churches, social services, etc. to help inform others about the workings of the Virtual Supermarket Project along with other agenda items under the Food Policy Task Force Recommendations. The worker will distribute flyers to city residents and mobilize community members around various food access issues such as the Virtual Supermarket Project, farmer's markets, and community gardens. The worker will also assist in the ordering/delivery process at Virtual Supermarket Sites.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Identify key community organizations and schedule meetings to help promote the Virtual Supermarket. Assist customers in the ordering/delivery process at Virtual Supermarket Sites. Conduct surveys on current customers. Identify and mobilize key community organizations around new strategies in the Food Policy Task Force.

SUPERVISION RECEIVED: The Virtual Supermarket Coordinator and the Food Policy Task Force Consultant will supervise the employee.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to travel to multiple community sites in Baltimore City. Must provide his/her own transportation. You will be reimbursed for gas/parking.

Basic knowledge of grammar, spelling punctuation, and simple mathematics.

Basic computer knowledge including ability to write/send emails and conduct orders for the Virtual Supermarket Project.

Strong knowledge about neighborhoods in Baltimore City and existing community organizations.

Excellent communication skills.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Six (6) months experience in public health or in another outreach position Preferred.

Please send your resume to Pooja.Aggarwal@baltimorecity.gov by June 4, 2010.

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